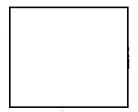
The most significant contributions made by the Management Staff from 1 October 1959 to 31 March 1960 were as follows:

- 1. a. Completed studies in RID/DD/P which resulted in the elimination of two duplicating functions and eight positions in the Processing Branch and the extension of work measurement to two additional sections.
- b. Furnished Management assistance to WH Division on problems of organization, manpower, space, equipment and materials, involved in setting up a new branch.
- c. Updated requirements of Agency intelligence officers upon the IBM equipment of the Machine Division, OCR, resulting in the elimination of marginal and obsolete reports and unnecessary copies and cards, a decrease in frequency of reports and an improvement in service.
- d. Installed improved procedures in a number of logistics operations, such as the maintenance management program at a major agency base, resulting in increased efficiency.
- e. Installed new staffing complement for Photographic Intelligence Center, to carry out recommendations for combining overlapping functions, eliminating duplication of effort and strengthening technical direction.

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- 2. a. Established need for a special group in the DD/I Area to study automation problems resulting in setting up the Automation Staff in the Office of the DD/I.
- b. Directed the pre-installation program for the RCA 501

 Computer system (to become operational only October 1960), including the writing and de-bugging of computer programs, solving problems of space, security and safety and arranging for special training.

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3. Directed a microlithing 1	ancillary
management survey for the	and-auxilitary bases. Ab-
sorbed an increase of 38% in Records Center activity (due largely to	
assuming responsibility for service	cing DD/P records) with no increase
in personnel. Released \$60,400 w	orth of filing equipment and 3,000
sq. ft. of storage space as a res	ult of equipment surveys, use of oper
shelving, and relocation of vital	materials from the Repository to
the Records Center building.	•

h. The Suggestion Awards Committee adopted 62 employee suggestions, 51 of which were awarded cash totalling \$3,810 with net first year tangible savings of \$35,951 plus intangible benefits, and 11 were awarded letters of appreciation.